

# CHAT

## Christian Homeschool Academy of Tutoring

### Code of Conduct

Note: eCHAT falls under the umbrella of CHAT, so any reference to CHAT includes eCHAT unless otherwise noted.

We desire that CHAT be a safe, positive environment where students can learn, grow, be challenged, and develop friendships.

The culture we live in today provides many opportunities for irresponsible and godless behavior. As Christians we want to celebrate being "counter-cultural" and to stand for goodness, love, righteousness and virtue. We want our students at CHAT to be conscious of the responsibility that they have to hold themselves to a higher standard and to build each other up. The way we dress and act says a lot about our character.

Our Code of Conduct is based on respect and care for others and their property. Any list that we come up with is always going to be incomplete, but we expect our students to keep in mind the spirit behind these guidelines as we all strive to imitate Jesus, to know Him, and to make Him known.

# **CODE OF CONDUCT**

(The areas of conduct are arranged alphabetically)

## **ARRIVALS**

Students should:

1. Arrive no earlier than **8:45** a.m. for the 1st period. For earlier arrivals, contact Laura.

## **BEVERAGES and FOOD**

Food is not allowed during class unless it's part of a class activity. Students are free to have beverages and snacks when not in class. No food is allowed in the lower level unless part of a class activity.

## **BODILY CONTACT**

Our goal is to keep all students free from physical harassment of any kind. Therefore:

1. No inappropriate physical displays of affection (kissing, holding hands, etc.)
2. Rough housing, wrestling, lifting, punching, kicking, etc. are prohibited.

**Consequences:** See Major Infractions Procedure.

## **BUILDING USAGE (Also see our Open Campus policy on page 4)**

When not in class, students can be in the following areas only:

- Grade K-2: Students must be with their parent or a designated adult.
- Grades 3-4: Students must be with their parent or a designated adult. Students do not need to be with their parents during the supervised lunch period.
- Grades 5-6: Students who have an open period may remain in the supervised Commons area (not the Student Lounge). This is limited to one open period. (See Page 9 for more details.)
- Grades 7-12: Students who will remain on church property between classes must remain in the Student Lounge or the Commons.

**Consequences:**

1<sup>st</sup> offense – A warning to the student and the parent is contacted

2<sup>nd</sup> offense – CHAT student: must remain in the Commons during any free periods for the remainder of the semester. Parents will be contacted.

eCHAT student: must be supervised by the parent for the remainder of the semester.

3<sup>rd</sup> offense – A conference with the student, parent, and administrators. The student is not allowed at CHAT during free periods unless they are with their parent.

## **CELL PHONES**

For eCHAT students:

Phones must remain in student's backpack for the entire day. They may use it only at the end of their day when connecting with a parent. If they need to use it during the day, they must let Laura know beforehand.

For CHAT students:

1. Phones are not to be used during class time and must be put away.
2. Phones may be used between classes and during lunch.

### **Consequences:**

- 1<sup>st</sup> offense – The student's phone is taken away for the rest of the day and the parent is contacted.
- 2<sup>nd</sup> offense – The student is not allowed to bring a phone to CHAT for the rest of the semester. The parent is contacted.
- 3<sup>rd</sup> offense – A conference with the student, parent, and administrators and possible expulsion (no refund).

## **COURSEWORK**

Students should expect daily homework to be assigned for each class they are enrolled in. They may also be expected to correct some of their assigned homework at home and take tests at home. Completion of assigned work is not optional.

### **Consequences:**

If a student consistently fails to complete their assignments, a conference will be held with the student, parent, and directors. If the student continues to disregard assignments, the student will be removed from the class (no refund).

## **CLASS ATTENDANCE**

Students must attend all classes they are enrolled in if they are on campus. If there is a reason that a student cannot attend class (sickness, travel, etc.) the parent simply needs to notify the tutors. Students who choose to skip classes will be subject to the following consequences:

### **Consequences:**

- 1st skip - A conference with the student, parents, and directors
- 2nd skip - A second conference with the student, parents, and directors and possible expulsion (no refund)

## **CLASSROOM EXPECTATIONS**

Each tutor has the responsibility and authority to set behavioral expectations in order to maintain an educational setting that provides for effective learning without inappropriate disruption. In these individual settings, each student is to comply with each tutor's requirements with the understanding that there will be variances between classes.

**Consequences:** See Classroom Behavior Discipline Procedure.

## **DEPARTURES**

1. **Final pick-up time is 3:45 p.m.** Thank you for your promptness.
2. Any students still onsite after 4:00 will need to stay by the doors until their ride arrives. Contact Laura's cell (952-484-6273) with questions.
3. Students must enter and exit only through Door 2 of Cross of Glory church.
4. On Make-Up Days there is NO student lounge. Students must be picked up immediately after their class ends.

## **DRESS CODE**

Our goal is to have what we wear at CHAT (tutors, students, and parents) be modest and not be distracting or cause offense.

### Upper body:

1. Shirts must have straps that are at least 2 adult fingers wide on the top of the shoulder.
2. Tops and bottoms must overlap so midriff skin is not exposed.
3. Necklines should not be revealing.

**Provision** for infractions: Students will be offered an XL t-shirt by the on-site administrator upon entering the building that they will need to wear. This will make it possible for students to still attend class.

**Consequence** for not wearing T-shirt when requested by on-site administrator: Student may not attend class or sit in the study hall. See **Major Infractions Procedure**.

### Lower body:

1. All shorts must have an inseam of at least 3 inches.
2. The minimum length of skirts allowed is 3 inches above the knees. (Shorter skirts can be worn if shorts are worn underneath and these shorts have the 3-inch inseam.)
3. The entire front and buttocks area must be covered if wearing leggings or anything that tightly hugs the skin.
4. No underwear showing. (This includes boxers and bra straps.)

**Provision** for infractions: Students will be offered a pair of sweatpants by the on-site administrator upon entering the building that they will need to wear. This will make it possible for students to still attend class.

**Consequence** for not wearing sweatpants when requested by on-site administrator: Student may not attend class or sit in the study hall. See **Major Infractions Procedure**.

### **LUNCH TIME EXPECTATIONS**

1. Good stewardship: Students will clean up messes and act respectfully.
2. Students must eat their lunches in the café/commons area.

**Consequence:** See **Major Infractions Procedure**. In addition, students who do not clean up their lunch mess will be required to be on lunch cleanup duty the following week.

### **MUSIC, VIDEO, and INTERNET USE DURING FREE PERIODS**

1. Music may be played on phones if headphones are worn and the volume is low enough that it cannot be heard by anyone else.
2. Students may not watch videos on their phones and laptops with other students.
3. Internet access is available on the wireless network called Galilee. The password is crossglory.

**Consequence:** See **Major Infractions Procedure**.

### **OPEN CAMPUS**

It is important that everyone understand what CHAT means when it says it is an “open campus.” Because students arrive and depart for different classes during the day, there is not a system to maintain constant knowledge of each student’s whereabouts.

**Open Campus at CHAT is for students in grades 7-12 only. They may leave campus any time they are not in class. Elementary students are not allowed to leave the church grounds except with their parents.**

**It is up to parents whether to allow their students to leave the church grounds. There is a McDonalds, Subway, and gas station in walking distance. If a parent believes their student is not abiding by their wishes, we suggest the parent come to CHAT to monitor their student.**

**CHAT does not assume any responsibility for students who go off campus.**

**Consequence:** See **Major Infractions Procedure**.

## PETS

Pets/animals are not allowed at CHAT without prior permission from the onsite overseer.

**Consequence:** See **Major Infractions Procedure**.

## PROHIBITED SUBSTANCES & THREATS OF HARM

**No warning will be given in this category.**

1. Tobacco, drugs, alcohol, weapons, and fireworks are not allowed on the premises.

**Anyone discovered with possession of any of these items during the hours of 8:30 to 3:45 on Wednesdays or Thursdays (whether on site or off site) will be immediately expelled from CHAT for the semester WITHOUT REFUND.**

2. Threats of harm to a student's self or others are taken very seriously. Anyone making verbal or physical threats will be referred immediately to the directors or pastor.

## TARDY POLICY

Students should make every effort to be in their classes on time. This means that they should be in their classrooms within a couple minutes of the scheduled start time. Students who choose to be late or are careless with their time will be subject to the following tardy policy:

### **Consequences:**

- 1<sup>st</sup> tardy – A warning for the student and an email sent to parents
- 2<sup>nd</sup> tardy – A conference with one of the directors and an email sent to parents
- 3<sup>rd</sup> tardy – A conference with the student, parents, and directors
- 4<sup>th</sup> tardy – The student is expelled for the remainder of the semester (no refund)

Grace will be extended for weather-related tardiness and students who have been kept late in a previous class.

## VERBAL EXPECTATIONS

**ANYTHING** communicated verbally or nonverbally that is deemed inappropriate will be disciplined.

**Consequence:** See **Major Infractions Procedure**.

**(See next pages for the CHAT Discipline Policy)**

# CHAT Discipline Policy

The basis for discipline at CHAT is that we are all working towards instruction in behavior that honors the Lord and respects other people and their possessions.

## CLASSROOM BEHAVIOR INFRACTIONS DISCIPLINE PROCEDURE

- 1st offense:** The tutor will notify the parent of the inappropriate behavior.
- 2nd offense:** The tutor or director will notify the parent of the inappropriate behavior. The parent needs to respond by e-mail or by phone to the tutor or director that they are aware of the concern and have discussed appropriate behavior with their student and are willing to make restitution or apologies if requested. The student will not be allowed back in class until this connection is made.
- 3rd offense:** The tutor or director will notify the parent of the inappropriate behavior. A conference will be required with the parent, student, and CHAT directors to determine the intentions of the student and whether or not that student will be allowed to continue attending CHAT. (Students who do not continue with a class due to behavioral infractions receive no refunds.)

## MAJOR INFRACTION PROCEDURE

- 1st offense:** The director will notify the parent of the inappropriate behavior. The parent needs to respond by e-mail or by phone to the director that they are aware of the concern and have discussed appropriate behavior with their student and are willing to make restitution or apologies if requested. The student will not be allowed back at CHAT until this connection is made.
- 2nd offense:** The director will notify the parent of the inappropriate behavior. A conference will be required with the parent, student, and CHAT directors to determine the intentions of the student and whether or not that student will be allowed to continue attending CHAT. (Students who do not continue at CHAT due to behavioral infractions receive no refunds.)

**The directors retain the right to address any situation that has not been previously mentioned in the Handbook or Code of Conduct, or any serious offense in which a student's behavior is distracting, disruptive, or dangerous. The discipline procedure used will depend on the perceived severity of the offense and handled on a case-by-case basis.**

## **ACADEMIC INTEGRITY POLICY**

Students are expected to complete all assignments with honesty and integrity. The use of artificial intelligence (AI) tools or outside assistance to complete classwork, tests, papers, or homework is strictly prohibited unless explicitly directed by a tutor as part of the assignment. Submitting work that is not your own—whether generated by AI or copied from another source—will be considered academic dishonesty and will result in disciplinary action, a failing grade on the assignment, or further consequences as outlined by CHAT.

**1st offense:** The tutor will notify the parent of the inappropriate behavior. The parent needs to respond by e-mail or by phone to the tutor or director that they are aware of the concern and have discussed appropriate behavior with their student and are willing to make restitution or apologies if requested. The student will not be allowed back in class until this connection is made. In some cases, the student may receive a failing grade or may be required to re-do the assignment.

**2nd offense:** The tutor or director will notify the parent of the inappropriate behavior. A conference will be required with the parent, student, and CHAT directors to determine the intentions of the student and whether or not that student will be allowed to continue attending CHAT. (Students who do not continue with a class due to behavioral infractions receive no refunds.)